



Subject: Face Covering Compensation – One-Time Only Reimbursement	Number: TIP 20-05 <hr/> Date Issued: April 13, 2020
References: COVID-19 website Employee Assistance Program	Expires: Until Rescinded

Purpose: To inform Department employees who are deemed essential workers and required to physically report to work, they are now able to submit a Travel Expense Claim (TEC) for reimbursement of purchasing cloth face-coverings for protection.

Policy: To lessen the spread of COVID-19, Caltrans essential employees who interact with others and the general public may choose to wear a face covering during work hours and may be entitled to compensation.

Travel Expense Claim: Travel Expense Claim Guidelines:

- This is a one-time only reimbursement submitted through a TEC form [FA-0302](#).
- The face covering amount will be identified in the “Business Expenses” column (8) on the TEC.
- Reimbursement amounts for \$5.00 or less do not require a receipt, an amount greater than \$5.00 up to maximum \$10.00 requires a valid receipt.
- Due to the minimal dollar amount, an effort should be made by employees to combine this expense with other TEC expenses claimed to minimize the number of TECs submitted, unless the claim is being submitted at the end of the fiscal year (June).

Following normal practice, the TEC with original receipts (if required) and original wet ink signatures must be submitted by mail or interoffice mail to the Travel Payments and Policy Branch.

Mailing Address
 Division of Accounting
 Travel Payments and Policy Branch, MS-25
 P.O. Box 168018

Sacramento, CA 95816-8018

If you have questions regarding this information, please contact Louisa Kendle Huang at (916) 227-8652. To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Louisa.Kendle.Huang@dot.ca.gov TTY users may also call (800) 735-2922.